



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
1100 LEE AVENUE, SUITE 112  
FORT LEE, VA 23801-1720

REPLY TO  
ATTENTION OF:

IMNE-LEE-MW

FORT LEE POLICY NO. 02-04  
5 June 09

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family and Morale, Welfare and Recreation (FMWR) Guest Policy

1. Reference: AR 215-1, Chapter 7, and Table 7-1, Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities, 31 July 2007.

2. Background: AR 215-1, Chapter 7 provides Garrison Commanders authority to approve local rules governing the number of guests and the frequency of use at specific facilities. This policy establishes the number of guests that authorized eligible FMWR patrons can bring to FMWR facilities and activities on Fort Lee. The authority and eligibility criteria for FMWR patrons are outlined in AR 215-1, Chapter 7.

3. Policy:

a. Scope: This policy applies to all FMWR patrons and their guests. A guest for purposes of this policy is defined as a houseguest, or a person whose presence as a guest is in response to an invitation for a specific occasion and for whom the host is willing to assume responsibility.

b. General:

(1) FMWR patrons and their dependents that are authorized an identification card per AR 600-8-14 and/or who are granted access to FMWR facilities/activities per Table 7-1, AR 215-1, are authorized to bring guests in accordance with this policy.

(2) Guests must be accompanied by the sponsoring authorized patrons while participating in FMWR activities. Guest may purchase items incidental to participation (i.e., golf balls/tees but not golf clubs which are not incidental for playing golf) and consume food and beverages while on the premises.

(3) Patronage and guest rules to include codes of conduct will be posted within each FMWR facility and are easily visible to all patrons and guests.

(4) The FMWR activities catering will ensure that facilities used for weddings, retirement celebrations, etc., meet Fire Marshal and Safety Codes for building occupancy.

(5) The participants in or spectators at special events and FMWR activities open to the local community; i.e., music and theatre productions, sporting events, the 4<sup>th</sup> of July, celebrations, golf leagues and bowling and golf tournaments are considered guests of FMWR and the installation.

IMNE-LEE-MW

SUBJECT: Family and Morale, Welfare and Recreation (FMWR) Activities Guest Policy

c. Rules/Responsibilities:

(1) The FMWR Director will ensure this policy remains current.

(2) The FMWR Activity Managers will implement and post the rules and procedures of this policy through easily visible signs or handouts within their facilities.

(3) All FMWR patrons and their dependents will adhere to this policy and the rules posted within each FMWR facility, which may include dress codes and appropriate code of conduct.

d. Number of guests per eligible patron for FMWR facilities/activities, weekdays and weekends, will be limited to no more than four (4), a reasonable number for the patron to control. Exceptions to this are:

(1) Cardinal Golf Course: limited to 3 guests to form a foursome with eligible patron.

(2) MacLaughlin and Clark Fitness Centers: limited to 2 guests due to space limitations.

(3) FMWR activities open to the community include: Lee Playhouse productions, Special Events (4<sup>th</sup> of July and Oktoberfest, etc.) and catered events (weddings, retirement celebrations, birthdays, meetings, golf outings, etc.) held in FMWR facilities and are limited to no more than the number of personnel the room or facility can hold as established by the Fire Marshall and Safety Office.

4. Questions pertaining to this policy should be directed to the FMWR Director, Dolly S. Emory, (804)734-7195.



MICHAEL G. MORROW  
COL, LG  
Garrison Commander

DISTRIBUTION:  
LEEKEY